



MEDIAL
WRITING
BOOKS



H·W·SHAYLOR



G·H·SHATTUCK



GINN & COMPANY



175H

BUSINESS FORMS

Books Numbers 7 and 8 contain mainly social and business forms. These business forms are in common use throughout the country and are in the main the same in all states, although a different form of note prevails in a few instances. The most simple and common business paper is a receipt, forms of which appear in both book No. 7 and book No. 8. The form given below is shown in book No. 7.

In book No. 8 the receipt is given in connection with a series of related transactions.

RECEIPT

\$86— *Baltimore, Md., Oct. 15, 1902.*
Received from Quincy J. King,
on account, Eighty-six ——— Dollars.
X. U. Vernon.

A receipt is an acknowledgment in writing that the party giving it has received from the person therein named a certain specified sum of money, or other property. In a receipt the sum received should be plainly stated, as well as the purpose for which the money is received, together with the name of the party from whom it is received.

It should be made a common practice to give and take receipts for debts discharged either in part or in full, for by this means trouble and litigation may often be avoided.

Promissory Notes. A promissory note is a promise in writing to pay a specified sum of money at a time therein limited, or on demand, to a person therein named, or to his order, or to bearer. Notes are negotiable or non-negotiable. A negotiable note is one which is transferable to another person by indorsement. The words "or order" render a note negotiable.

DEMAND NOTE — NEGOTIABLE

\$110— *Richmond, Va., Oct. 30, 1901.*
On demand, I promise to pay
Geo. H. Kincaid, or order, one hundred
and ten dollars, value received.
C. E. Daniels.

The person giving the note is called the maker; the person to whom it is given is called the payee. The note above is from book No. 7.

In this note C. E. Daniels is the maker; Geo. H. Kincaid is the payee, who in turn becomes

Rare almost as great poets, rarer, perhaps, than veritable saints and martyrs, are consummate men of business.

SIR ARTHUR HELPS

Rare almost as great poets, rarer, perhaps, than veritable saints and martyrs, are consummate men of business.

Rare almost as great poets, rarer, perhaps, than veritable saints and martyrs, are consummate men of business.

Rare almost as great poets, rarer, perhaps, than veritable saints and martyrs, are consummate men of business.

Rare almost as great poets, rarer perhaps, than veritable saints and martyrs, are consummate men of business.

SIGHT DRAFT

\$57— Sacramento, Cal., Apr. 1, 1903.
 At sight, pay to the order of P. W.
 Varnum, Fifty-seven— Dollars,
 value received, and charge to my ac-
 count.

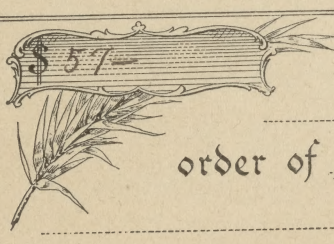
To R. E. Mason, Nathan Allen.
 No. 29. Portland, Ore.

Copy the above draft below.

#57— Sacramento, Cal., Apr. 1, 1903
 At sight, pay to the order of P. W.
 Varnum, Fifty-seven— Dollars,
 value received, and charge to my ac-
 count.

To R. E. Mason, Nathan Allen.
 No. 29. Portland, Ore.

Fill the blank below with a time draft; that is, instead of writing "at sight" as above, write at ten days sight, or thirty or sixty days sight. Use any names you please.

	Sacramento, Cal., Apr. 1, 1903	
	at sight, Pay to the	
order of P. W. Varnum		
57 Dollars.		
VALUE RECEIVED AND CHARGE TO ACCOUNT OF		
To R. E. Mason,	Nathan Allen.	
No. 29. Portland, Ore.		

Boston, Mass., June 3, 1901.

Amos C. Davis,

Bought of J. V. Keene,

1	Flannel Suit	8	00		
6	prs. Silk Hose @ 98¢	5	88		
1	" Castor Gloves,	1	75		
1	Tie	1	50		
2	" @ 79¢	1	58		
	Express charges, pd.	25		18	96

Boston, Mass., June 3, 1901.

Amos C. Davis,

Bought of J. V. Keene,

1	Flannel Suit	8	00		
6	prs. Silk Hose @ 98¢	5	88		
1	" Castor Gloves,	1	75		
1	Tie	1	50		
2	" @ 79¢	1	58		
	Express charges, pd	25		18	96

BUSINESS LETTER ENCLOSING CHECK

Newton, Mass., June 5, 1901.

Mr. J. V. Keene,

Boston, Mass.

Dear Sir:- Enclosed please find check for Eighteen and $\frac{96}{100}$ Dollars, in payment of your bill of the 3d. inst. for furnishings.

Please acknowledge receipt of same, and oblige,

Yours truly,

Amos C. Davis.

BOSTON, MASS., June 5, 1901 No. 513

Shoe & Leather National Bank

PAY TO THE
ORDER OF

J. V. Keene

\$18 $\frac{96}{100}$

Eighteen and $\frac{96}{100}$ DOLLARS

Amos C. Davis.

Amos C. Davis

Newton, Mass June 5, 1901

Mr. J. V. Keene,

Boston, Mass

Dear Sir: - Enclosed please find
check for Eighteen and $\frac{9}{100}$ Dollars,
in payment of your bill of the
3 d. inst. for furnishings.

Please acknowledge receipt of
same, and oblige,

Yours truly,

Amos C. Davis.

Amos C. Davis

BOSTON, MASS., June 5, 1901 No. 513

Shoe & Leather National Bank

PAY TO THE

ORDER OF

J. V. Keene

\$ 18 $\frac{9}{100}$

Eighteen and $\frac{9}{100}$ DOLLARS

Amos C. Davis.

DEPOSIT SLIP

STUB

DEPOSITED IN

SHOE & LEATHER NATIONAL BANK

By Amos C DavisBOSTON, June 5, 1901

List each check separately. See that all Checks and Drafts are endorsed.

Bills	115	
Silver	14	15
Gold	20	
Checks <u>Casco Nat</u>	75	
<u>Maverick</u>	100	
Drafts <u>N York</u>	51	75
	375	90

Copy this slip in space below.

DEPOSITED IN

SHOE & LEATHER NATIONAL BANK

By Amos C DavisBOSTON, June 5, 1901 19

List each check separately. See that all Checks and Drafts are endorsed.

Bills	115	
Silver	14	15
Gold	20	
Checks <u>Casco Nat</u>	75	
<u>Maverick</u>	100	
Drafts <u>N York</u>	51	75
	375	90

Mr. Davis keeps his bank account on this stub. It should show at all times the amount he has in bank. On June 4 he had \$200 in bank; on June 5 he deposited \$375.90, as shown by the deposit slip at the left. He gave check No. 513 on June 5, leaving \$566.94 in bank.

A DEPOSIT SLIP is a slip used in all banks for the convenience of depositors. On it they are expected to write the kind of deposit, whether bills, silver, gold, checks, or drafts, and the amount of each, and hand the teller, with their deposit and bank book, which he checks off and credits to their account. A sample is given of the form in common use.

Date June 5, 1901 No. 513
 To J V Keene
 For Clothing

Balance brought forward	200	
Amount deposited	375	90
Total	575	90
Amt. of Check	18	96
Bal. carried forward	556	94

Check is detached here.

Date June 5, 1901 No. 513
 To J V Keene
 For Clothing

Balance brought forward	200	
Amount deposited	375	90
Total	575	90
Amt. of Check No.	18	96
Bal. carried forward	556	94

Check is detached here.

Date June 5, 1901 No. 513
 To J V Keene
 For Clothing

Balance brought forward	200	
Amount deposited	375	90
Total	575	90
Amt. of Check No.	18	96
Bal. carried forward	556	94

Check is detached here.

Amos C. Davis.

BOSTON, MASS., June 5, 1901 No. 513

Shoe & Leather National Bank

PAY TO THE
ORDER OF J. V. Keene \$ 18 96/100Eighteen and 96/100 DOLLARSAmos C. Davis

Draw check below for \$150, dated June 7, 1901, for rent of store, in favor of E. F. Good, making proper entry on the stub. Sign Amos C. Davis.

Amos C. Davis.

BOSTON, MASS., June 5, 1901 No. 513

Shoe & Leather National Bank

PAY TO THE
ORDER OF J. V. Keene \$ 18 96/100Eighteen and 96/100 DOLLARSAmos C. Davis

Draw check below for \$87.19, dated June 10, 1901, favor of H. J. Libby, for bill of goods bought April 10, 1901. Make the proper entry on the stub.

Amos C. Davis

BOSTON, MASS., June 5, 1901 No. 513

Shoe & Leather National Bank

PAY TO THE
ORDER OF J. V. Keene \$ 18 96/100Eighteen and 96/100 DOLLARSAmos C. Davis

Checks must be indorsed before being presented for payment. The holder of the check writes his name across the back of the check. This is indorsing it. In the first check, I. V. Keene writes his name only. The bank will then cash it for him, or any one who presents it. In the second check, E. F. Good holds it and indorses it to L. M. Newell. This is the common way of indorsing, as it is safe to send by mail. No one but Newell can collect it until he indorses it. If checks are sent by a messenger to be deposited in the bank, the third check will show manner of indorsement. Indorse opposite left end of face of check.

INDORSEMENT IN BLANK

INDORSEMENT IN FULL

INDORSEMENT FOR DEPOSIT

I. V. Keene.

Pay to the order of
L. M. Newell.
E. F. Good.

Pay to the order of
First Nat. Bank
H. J. Libby.

I. V. Keene.

Pay to the order of
L. M. Newell.
E. F. Good.

Pay to the order of
First Nat. Bank
H. J. Libby.

I. V. Keene.

Pay to the order of
L. M. Newell.
E. F. Good.

Pay to the order of
First Nat. Bank
H. J. Libby.

I. V. Keene.

Pay to the order of
L. M. Newell.
E. F. Good.

Pay to the order of
First Nat. Bank
H. J. Libby.

I. V. Keene.

There are loyal hearts, there
are spirits brave,
There are souls that are
pure and true;
Then give to the world the
best you have,
And the best shall come
Back to you.

MADLINE S. BRIDGES

There are loyal hearts, there
are spirits brave,
There are souls that are
pure and true;
Then give to the world the
best you have,
And the best shall come
Back to you.

Boston, Mass., June 6, 1901.

Mr. Amos C. Davis,
Newton, Mass.

Dear Sir:—

Your favor of the 5th inst. enclosing check in payment of our bill of goods amounting to Eighteen and $\frac{96}{100}$ Dollars, has been received. You will find receipt for same enclosed.

Thanking you for the prompt remittance, I remain,

Very truly,

I. V. Keene.

\$18~~96~~

Boston, Mass., June 6, 1901.

Received from Amos C. Davis,
Eighteen and $\frac{96}{100}$ ~~~~~ Dollars,
in payment of bill of June 3, 1901.

I. V. Keene.

Boston, Mass, June 6, 1901

Mr. Amos C. Davis,
Newton, Mass.

Dear Sir:—

Your favor of the 5th
inst. enclosing check in payment
of our bill of goods amounting to
Eighteen and $\frac{94}{100}$ Dollars, has been
received. You will find receipt for
same enclosed.

Thanking you for the prompt
remittance, I remain,

Very truly,

J. V. Keene.

\$ 18 74

Boston, Mass, June 6, 1901.

Received from Amos C. Davis

Eighteen and $\frac{94}{100}$ ~~~~~ Dollars,
in payment of bill of June 3, 1901.

J. V. Keene.

PROMISSORY NOTE — NEGOTIABLE

\$520— St. Louis, Mo., Dec. 14, 1901.

Sixty days after date I promise to pay Andrew L. Cole, or order, Five hundred and twenty Dollars, value received, with interest.

No. 81.

Richard Vose.

Copy the above note in space below. To make it non-negotiable the words "or order" should be omitted.

\$520— St. Louis, Mo., Dec. 14, 1901.

Sixty days after date I promise to pay Andrew L. Cole, or order, Five hundred and twenty Dollars, value received, with interest.

No. 81.

Richard Vose

Fill the blank form below with note at six months' time, payable to the order of one of your classmates, for \$25.16. Sign any fictitious name.

\$520

Columbus, O., Dec. 14, 1901

Sixty days after date I promise to pay to the order of Andrew L. Cole

Five hundred Dollars value received with interest

No. 81

Richard Vose



Mr. Amos C. Davis
1615 Central Ave.
Newton
Mass.



Address this envelope for letter on page 18.

Mr. Amos C. Davis
1615 Central Ave.
Newton
Mass.

Address the envelope for letter on page 4, at 917 Tremont St.

Mr. Amos C. Davis
1615 Central Ave
Newton
Mass.

1901

Cash

RECEIVED

Dr.

Oct.	1	To Balance,			95	16
"	2	" Rec'd for Sales,	31	19		
"	5	" C. P. Anjou, on acct.	160	75		
"	7	" Edgar G. Ivison, "	43	—		
"	"	" Rec'd for Sales,	29	15		
"	12	" Jabez Howe, note	117	—		
"	29	" L. X. York, on acct.	58	50	439	59
					534	75
Nov.	1	To Balance,			170	05

1901

Cash

Dr.

Oct.	1	To Balance,			95	16
"	2	" Rec'd for Sales,	31	19		
"	5	" C. P. Anjou, on acct.	160	75		
"	7	" Edgar G. Ivison, "	43	—		
"	"	" Rec'd for Sales,	29	15		
"	12	" Jabez Howe, note	117	—		
"	29	" L. X. York, on acct.	58	50	439	59
					534	75
					170	05

1901

Cash

PAID

Cr.

Oct.	3	By Mdse,	34	15		
"	4	" J. Frazer, on acct.	89			
"	"	" Expense, Rent	21	75		
"	8	" V. L. Page, on acct.	125			
"	11	" J. & N. Squires, "	69			
"	16	" U. K. Wyman, note	25	80	364	70
"	31	" Balance,			170	05
					534	75

This Cash Book includes the entire alphabet of capital and small letters and the figures.

1901

Cash

Cr.

Oct.	3	By Mdse,	34	15		
"	4	" J. Frazer, on acct.	89			
"	"	" Expense, Rent	21	75		
"	8	" V. L. Page, on acct.	125			
"	11	" J. & N. Squires, "	69			
"	16	" U. K. Wyman, note	25	80	364	70
"	31	" Balance,			170	05
					534	75

NEW ORLEANS, Nov 29, 1901 No. 25

RECEIVED FROM Samuel T Ulmer,

One hundred ten DOLLARS

FOR Rent of house #84 A St to Dec 1, 1901

Henry U Ellis

Copy the above receipt in the first blank form below.

NEW ORLEANS, Nov 29, 1901 No. 25

RECEIVED FROM Samuel T Ulmer,

One hundred ten DOLLARS

FOR Rent of house #84 A St to Dec 1, 1901

Henry U Ellis

The blank form below may be varied from copy at the discretion of the teacher.

NEW ORLEANS, Nov 29, 1901 No. 25

RECEIVED FROM Samuel T Ulmer,

One hundred ten DOLLARS

FOR Rent of house #84 A St to Dec 1, 1901

Henry U Ellis

My country, 'tis of thee,
Sweet land of liberty,

Of thee I sing;

Land where my fathers died,
Land of the pilgrim's pride,
From every mountain side

Let freedom ring!

My country, 'tis of thee,
Sweet land of liberty,

Of thee I sing

Land of the pilgrim's pride
Land where my fathers died
From every mountain side

Let freedom ring!

My country, 'tis of thee,
Sweet land of liberty,

Of thee I sing

Land where my fathers died,
Land of the pilgrim's pride,
From every mountain side

Let freedom ring!

BUSINESS LETTER ORDERING GOODS

Portland, Maine.

June 29, 1901.

Evans, Dietz & Co.,

78 Union Sq., N. Y.,

Gentlemen:—Please ship at once, per
Int. S. S. Line, Oriental rugs, and oth-
er goods, as follows:—

24 Antique Kazaks, about 7 X 4,

1 doz. Bokharas, assorted,

2 " Mohawk Smyrnas, 6 X 3,

5 pcs. Victoria Wilton, Patt. 4167-2

10 " Tuxedo Ingrain, all differ-
ent designs.

8 doz. Adjustable Stair Pads,

6 gro. Royal Fasteners.

Kindly mark the goods for ship-
ment Diamond X.

Very truly,

Henry F. Quincy.

Portland, Maine,

June 29, 1906

Evans Dietz & Co.

78 Union Sq., N. Y.

Gentlemen:— Please ship at once, per
Int. S.S. Line, Oriental rugs, and other
er goods, as follows:—

24 Antique Kazarks, about 7x4,

1 doz. Bokharas, assorted.

2 " Mohawk Smyrnas, 6x3,

5 pcs. Victoria Wilton, Patt. 4167-2

10 " Tuxedo Ingrain, all differ-
ent designs.

8 doz. Adjustable Stair Pads,

6 gro. Royal Fasteners.

Kindly mark the goods for ship-
ment Diamond X

Very truly

Henry Z. Quincy

A BOY'S PERSONAL CASH ACCOUNT

1902.		Cash	Dr.	Cr.
Jan.	1	Amount on hand,	6 15	
"	"	Rec'd from Aunt Mary,	5 00	
"	5	Paid for skates,		1 10
"	6	" " St. Nicholas,		2 50
"	7	Rec'd for bicycle,	17 25	
"	"	" " errands,	30	
"	21	Dep. in Sav. Bank,		15 00
"	"	Paid for paper,		35
"	23	" " knife,		80
"	"	Rec'd for del. "Courier,"	3 15	
"	28	Paid for battery,		75
"	"	" " wire,		18
"	"	" " pincers,		25
"	31	Rec'd for pet rabbits,	90	
"	"	Paid for elec. bell,		40
"	"	" " tacks,		10
		Balance,		11 32
			32 75	32 75
Feb.	1	Amt. brought down	11 32	

1902	Cash	Dr.	Cr.
Jan 1	Amount on hand,	6 15	
" "	Rec'd from Aunt Mary	5 00	
" 5	Paid for skates,		1 10
" 6	" " St. Nicholas,		2 50
" 7	Rec'd for bicycle	17 25	
" "	" " errands,	30	
" 21	Dep. in Sav. Bank,		15 00
" "	Paid for paper,		35
" 23	" " knife,		80
" "	Rec'd for del. "Courier",	3 15	
" 28	Paid for battery,		75
" "	" " wire,		18
" "	" " pincers,		25
" 31	Rec'd for pet rabbits,	90	
" "	Paid for elec. bell,		40
" "	" " tacks		10
	Balance,		11 32
		32 75	32 75
Feb. 1	Am't. brought down	44 35	

LETTER ANSWERING ADVERTISEMENT

245 Huron St., Detroit, Mich.,

Aug. 16, 1902.

Messrs. J. & R. Holland,
371 St. Clair St.,

Gentlemen:—Having just finished the course at the high school in this city, and desiring to engage in a mercantile business, I reply to your advertisement in this morning's Herald.

I think I could serve you in the position mentioned and I should be glad of an opportunity to try.

I can furnish references if you require them.

Very respectfully,
James B. Young.

245 Huron St., Detroit, Mich.

Aug. 16, 1902

Messrs. J & R. Holland

371 St. Clair St.,

Gentlemen:- Having just finished the course at the high school in this city, and desiring to engage in a mercantile business, I reply to your advertisement in this morning's Herald.

I think I could serve you in the position mentioned and I should be glad of an opportunity to try. I can furnish references if you require them.

Very respectfully,

James B. Young

The way to wealth is as plain as the way to market. It depends chiefly on two words, industry and frugality; that is, waste neither time nor money but make the best use of both.

BENJAMIN FRANKLIN

The way to wealth is as plain as the way to market. It depends chiefly on two words, industry and frugality; that is, waste neither time nor money but make the best use of both.

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The way to wealth is as plain as the way to market. It depends chiefly on two words, industry and frugality; that is, waste neither time nor money but make the best use of both.

the indorser in case he transfers the note to a third party. To indorse it he writes his name across the back, as shown below. (See also indorsement of checks in book No. 8, page 8.)

1

2

3

Geo. H. Kincaid

Without recourse
Geo. H. Kincaid

Received on
the within note
Fifty Dollars,
Jan. 1, 1902

It should be understood that when a person indorses a business paper he becomes responsible for its payment in case of failure on part of the maker to pay it, when it becomes due. He may, however, indorse it "without recourse" and so be released from all further responsibility.

Due Bills are sometimes given as an evidence of indebtedness. Below is a form of due bill in common use. Sometimes they are written in a simpler form called I. O. U. Due bills are not payable to order and are not therefore transferable by indorsement.

DUE BILL

\$90—

Dubuque, Ia., Jan. 2, 1903.

Due P. B. Rowell, on demand,
Ninety dollars, value received.

E. K. Collins.

Drafts. A draft is an open letter of request, or order, to pay a certain sum of money therein specified, on demand, or at some future time mentioned in the paper.

SIGHT DRAFT

\$57—

Sacramento, Cal., Apr. 1, 1903.

At sight, pay to the order of P. W.
Varnum, Fifty-seven ——— Dollars,
value received, and charge to my ac-
count.

To R. E. Mason,

No 29. Portland, Ore.

Nathan Allen.

The person making the order is called the drawer; the person to whom it is addressed, the drawee; he who accepts the bill, the acceptor; and as a general rule the party who has it in his possession at any time, the holder.

In the above draft Nathan Allen is the drawer; R. E. Mason is the drawee; P. W. Varnum is the payee; and R. E. Mason is the acceptor.

Acceptance of the bill by R. E. Mason is done by writing the name across the face of the draft, usually in red ink, and adding the date, as shown above.

Business papers of all descriptions should be written with care. Teachers will do well to dictate similar forms to those given above, using different pupils' names, and allow the papers to be passed to other pupils for indorsement, acceptance, etc. Frequent practice in this manner will familiarize the pupils with the forms and enable them to write the same properly.

CHECK

<i>Amos C. Davis</i>	BOSTON, MASS., <i>June 5,</i> 190 <i>1</i> No. <i>513</i>	
	Shoe & Leather National Bank	
	PAY TO THE ORDER OF	<i>J. V. Keene</i> \$ <i>1896/100</i>
	<i>Eighteen and</i> <i>96/100</i> DOLLARS	
	<i>Amos C. Davis</i>	

A Bank Check, of which the above is the most common form, is another paper in everyday use amongst business men.

A Check is a written order or request upon a bank, or persons doing a banking business, and drawn upon them by a party having funds in their hands, requesting them to pay upon presentation to a person therein named, or to the bearer, a certain sum of money, specified on the face of the check. It is made payable to bearer, or order, and is transferable by indorsement, as shown on page 8 of book No. 8.

A bank is not bound to pay a check unless it has funds of the maker on deposit to the full amount of the check presented.

A check should be presented for payment without delay.

In writing a check care should be exercised so that no mistakes appear. The figures indicating amount of check should correspond with the amount designated in writing on the face of the check. In case the written amount and the amount stated in figures disagree, the written amount should govern. There should be no space left between the dollar sign and the first figure of the amount, as it might be possible in the hands of unscrupulous parties to insert a figure and change the check to a much larger amount than that originally stated. After the amount is written a line should be drawn to fill the space left to the word "dollars." It is customary at present with large business houses to perforate checks with the amount indicated on the face, to prevent any possibility of fraud. All letters and business papers of whatever nature should be written carefully, and read after written, to see that no mistake has been made, before they are committed to the mail or transferred to another person. It is also a good practice to reduce all agreements to writing, even those which may seem to be of little consequence. "An ounce of prevention is worth a pound of cure."

Sound business maxims form the introductory copies to No. 7.

Good business methods cannot be grafted on lax business habits. Samuel Smiles epitomizes the essentials of a good business training in the following language: "Attention, application, accuracy, method, punctuality, and despatch are the principal qualifications required for the efficient conduct of business of any sort." It would be well for the student to memorize this.